

## **Accounting Memo**

**#04-11**

**TO:** All Department & School Fiscal Officers

**FROM:** Trisha L. Neely, Director

**DATE:** October 21, 2003

**SUBJECT: USE OF THE SUPER CARD**

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The purpose of this Memo is to clarify the policy regarding the use of the Super Card (PNC purchasing card) for travel and the purchase of goods and services. All cards are issued with the words "PURCHASE CARD" on the face. However, the card can be used as either a Travel or a Purchase card. If an organization designates it as a Travel card, the Merchant Category Codes (MCC) involving travel such as public transportation, lodging, meals and a few other traveler MCC's may be charged. If an organization designates it as a Purchase card, purchases from any vendor accepting a VISA card, including travel may be charged with only the exclusion of those items prohibited by law (alcoholic beverages, etc.).

### **Travel**

- The Travel card must be used for any employee who travels (Accounting Memo #01-3) in-State or out-of-State. Cash advances using a state check or personal reimbursement are prohibited.
- The Travel card can be used to purchase gasoline, out-of-state, if the traveler is in a location where the Fleet card cannot be used. All in-state purchases of gasoline must be made using the Fleet card. No other gasoline credit cards (Shell, Texaco, etc.) may be used in the name of an organization of the State.
- The Travel card may be used for obtaining cash from ATM's.
- The Travel card may be used for booking flights, hotel rooms, and other group travel arrangements utilizing a card that is different from the one issued to the travelers.
- The Travel card may be used to pay for meals for several travelers within the same organization.

The Travel Card has no Single Transaction Limit (STL) and receipts are required for all transactions.

## **Purchases**

The Super Card enhances payment options and assists the State in providing better prices for goods and services for future contracts while reducing administrative costs. All Super Card transactions must comply with Accounting Procedures and State Laws governing purchases.

### **\$2,500 or less**

- The Purchase card can be used as Direct Payment for all fund types.
- The Purchase card has a STL of \$2,500.

### **Over \$2,500**

- All current procurement and accounting procedures remain in effect for purchases over \$2,500, including the requirement for issuance of Purchase Orders (POs).
- Purchases utilizing Federal and Local School Funds over \$2,500 can be made with the Super Card, without the funds being encumbered on a PO.
- Once a PO has been processed with all required approvals, purchases can be made against the PO utilizing the Super Card regardless of the source of funding.
- The Purchase card is assigned an “Open” profile, which means there is no single transaction limit.

If you have questions concerning this memo or general use of the Super Card, please contact Phyllis Jurczak at (302) 744-1052 or Greg Martin at (302) 744-1041.